



Role Description

Position – Administrative Coordinator

Reports To: Lead Pastor

Status: Part Time – Non-Exempt (15-20 hours a week)

CCC is seeking an experienced **Administrative Coordinator to develop, oversee, and manage basic office and communication systems in support of CCC Staff and their projects with enthusiasm and excellence.** We are looking for an individual who is efficient and comfortable being a member of a team. The ability to multi-task, while maintaining scheduling and managing administrative support with effective communication skills, is essential in this position. The ideal candidate for this job is resourceful, a good problem solver, and well organized.

The intention is for this position to grow into a full-time Office Manager and/or Church Administrator position.

Skillsets:

- Positive attitude, enjoys a challenge, along with excellent communication skills
- Familiar with basic office, administrative, and communication systems
- At ease with technology and a desire to stay up to date
- Familiarity with social media platforms
- Proficiency in MS Office (Word, Excel and PowerPoint, in particular)
- Proficiency in, or a willingness to learn, Adobe Suite (Photoshop and InDesign)
- Well organized, personally and professionally
- Experience with coordinating events
- The capacity to recruit 3-5 consistent office volunteers
- Good boundaries, able to hold staff accountable to deadlines
- Loves Jesus Christ, CCC, and people with joy in serving others

Specific Responsibilities:

- Supervise the effective operation of incoming mail, emails, and phone calls; ordering supplies and group materials, press releases, well-edited bulletin prep, copiers and equipment maintenance schedules, work with staff to maintain master calendar, etc.
- Recruit, Train, Deploy, Monitor, and Nurture (RTDMN) a staff of between 3-6 consistent office volunteers.
 - Meet regularly with office staff (both vocational and volunteer) to set priorities and problem solve.
 - Volunteers could very effectively cover areas including: Weekly e-News, website updates, reception/phones, errands, some word processing, bulletin printing, small format printing and cutting, reminder phone calls, small and bulk mailings, maintenance of general office files and digitizing needed historical files, etc.
- Data entry
- Learn and become proficient in Planning Center.
- Be willing to stay abreast of new technologies and social media in order to communicate effectively in and through the church.
 - Oversee the weekly CCC e-News
 - Oversee the weekly updating of the CCC website with upcoming events, Community Group lists, Care Ministries.
- Events and special projects
 - Work with Staff to provide training and accountability parameters for Event Coordinators in adherence to CCC policies.
 - Be sure parameters are clearly understood and followed on each event or special project from start to finish.
- Oversee community wide communication of seasonal event cancellations or delays.
- Develop and maintain wholesome, interpersonal relationships with CCC staff.
- Attend weekly Staff Meetings
- Maintain strict confidentiality on behalf of our staff, elders, church members, and attenders; any personal needs and/or information with which you may come in contact.
- Meet consistently with Lead Pastor.

General Responsibilities:

- Maintaining a strict standard of excellence.
- Participate in Quarterly and Annual all Staff planning and training events, as well as staff (fun) outings.
- Develop and oversee use of a Work Request System, delegating to volunteers as appropriate.
- Support staff with their various work requests/projects as needed.
- Develop, oversee, and maintain lists of resources in the region for referrals (e.g., homeless resources, approved Christian counselors, etc.).
- Develop and oversee recording and use of current and informative answering machine messages.
- Oversee the pick-up of mail and the preparation of outgoing mail.
- Oversee completion of seasonal projects/events, including distributing of (emailed) Contributor Statements, Annual Business/Budget Meetings, etc.
- Oversee planning and preparation for Leadership Events, including production of curriculum and training materials.
- Oversee packets for guest speakers.

Training:

- In-service training and regular training events
- Required reading, etc.
- Consider all opportunities for continued management training in both Christian and secular arenas to attain professional level skills.

Qualifications:

1. Vocational training in this or a related field
2. Minimum 2 years' experience in this or related field

Christian Living Expectations: Per CCC Employee Handbook

Salary: Depends on experience